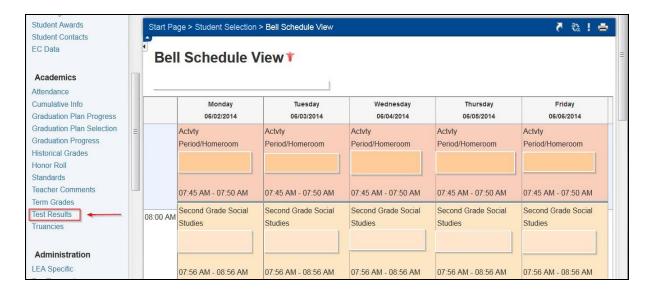


Entering 3rd Grade Reading Proficiency Scores

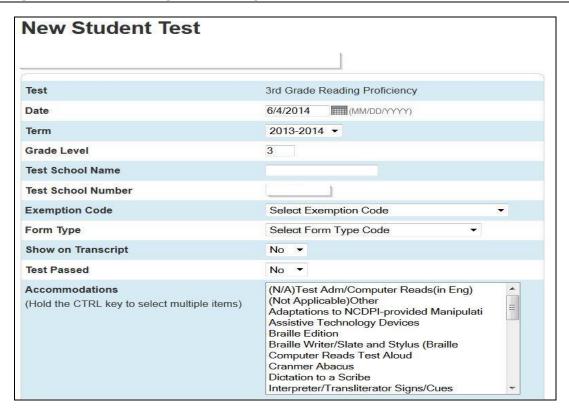
Use the following steps to enter test scores for a student record.

Navigation: Start Page > Select student > Academics > Test Results

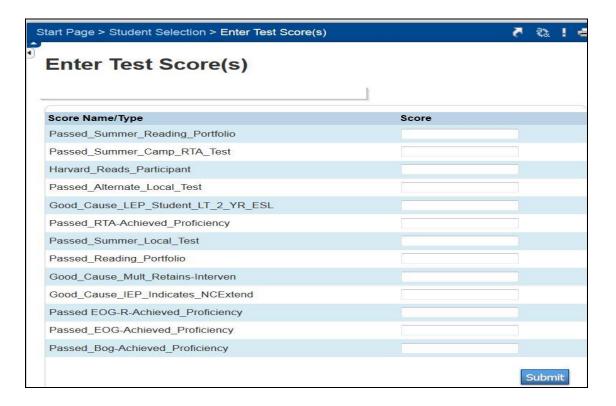
- 1. Select a student.
- 2. Click Test Results under the Academics section.



- Select 3rd Grade Reading Proficiency from the Enter New Test drop-down menu and click Submit.
- **4.** Complete the following data entry fields then click **Submit**:
 - a. Enter the **Date** the test was taken.
 - **b.** Select the **Term** in which the date falls.
 - **c.** Enter the **Grade Level** of the student when the test was taken.
 - **d.** Enter the **Test School Name** where the test was taken.
 - e. Enter the Test School Number where the test was taken.
 - **f.** Select **Exemption Code** if there is one.
 - g. Select Yes or No from the dropdown for Test Passed.



5. Populate the test **Score** fields with a **Y** or **N** (as needed for each test type) and click the **Submit** button.



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